

OKLAHOMA CITY  
**HOME**  
**+ GARDEN**  
**SHOW**

**EXHIBITOR KIT**

January 20 – 22, 2017

Oklahoma State Fair Park  
3001 General Pershing Blvd.  
Oklahoma City, OK 73107

# OKLAHOMA CITY HOME + GARDEN SHOW

Dear Exhibitor,

Welcome to the 35th Annual Oklahoma City Home and Garden Show at the State Fair Park, **January 20-22, 2017.**

We are pleased you are participating in the show this year! The exhibitor information manual has been provided to help you prepare for a successful show.

Enclosed are show information sheets and order forms from our official service contractors. Please contact them in advance so you may benefit from their advance discount prices.

We look forward to welcoming you personally to the **2017 Oklahoma City Home & Garden Show.**

Best regards,

RaeAnn Saunders  
Show Manager  
405-301-5525

Anne Ryan  
Exhibit Sales  
877-871-7469 x23

Heather Newsom  
Senior Office Manager  
800-395-1350 x21

# OKLAHOMA CITY HOME + GARDEN SHOW

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## CALENDAR

### MOVE-IN

The State Fair Park will be open for installation of exhibits as follows:

Tuesday, January 17	8:00 am – 6:00 pm BULK EXHIBITORS OVER 600 sq ft
Wednesday, January 18	8:00 am – 6:00 pm
Thursday, January 19	8:00 am – 6:00 pm
Friday, January 20	8:00 am – 10:00 am (NO vehicles allowed on the show floor)

**If you need to make arrangements to set up after 6:00pm, please do so at the Show Office in the lobby at the East end of the Cox Pavilion.**

**Installation of exhibits MUST be completed by 10:00 am on Friday.**

**After 5:00 pm on Thursday, absolutely NO vehicles will be allowed on the show floor as the aisle carpet will be installed.**

### SHOW HOURS

Friday, January 20	NOON - 9:00 pm
Saturday, January 21	10:00 am - 9:00 pm
Sunday, January 22	10:00 am - 6:00 pm

### ADMISSION PRICES

Adult Ticket	\$12.00
Children 12 and under	FREE

### ALCOHOL POLICY

No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility/convention center. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

### MOVE-OUT

No dismantling of exhibits may take place while the Show is in progress. Please cooperate and keep your exhibit intact until the show closes and attendees have departed. Breakdown of exhibits may not start until:

**Sunday, January 22 - 6:01 pm**

Attendees will be in the building until the show closes at **6:00 pm**. Any exhibitor who begins to teardown before 6:00 pm will be noted which will affect your renewal status for the 2018 show.

Cars or trucks will not be allowed in the buildings for move-out until all the aisle carpet is removed (This will take approximately one half hour, so vehicles will be allowed to enter by or before 6:30 pm).

**Your display must be entirely removed by NOON, Monday, January 23, 2017.**

## GENERAL INFORMATION – Listed Alphabetically

### **BALLOON POLICY**

No balloons of any type or helium tanks will be allowed in the buildings.

### **BOOTH GUIDELINES**

- **Floor Covering** is required in all exhibit spaces. Carpet, Tile or appropriate floor covering must be installed before exhibit is set-up. **NO EXCEPTIONS!**
- **Linear Booths** (10x10, 10x20, etc.) may be built to the following standards: Sidewalls may be 8ft. high, 5 ft. from the back wall. The next 5ft. may not exceed 3 ft. high. Any signage must be displayed **BELOW** the 8 ft. height. **No signs may be hung or suspended above linear booths.**
- **Pipe & Drape** will be provided by show management in the linear booths only.
- **Bulk Spaces** (Islands) are open on all four sides. No pipe and drape included.
- Any **Pipe & Drape** used in **bulk space** is the financial responsibility of the exhibitor
- All **boxes, wires, storage materials, etc.**, must be kept out of sight. It is the responsibility of exhibitors to provide Pipe & Drape if needed to cover these items.
- **Tables** used in exhibits must be professionally draped to the floor.

### **FOR YOUR PROTECTION AND SAFETY OF THE ATTENDEES**

Please add caution tape on steps. Please make them prominent and obvious. People get distracted at shows. It's crowded and they are not looking down and they can fall.

### **BUILDINGS AVAILABLE**

The Show is held in two buildings on the Oklahoma State Fair Park: the Cox Pavilion & Bennett Event Center.

***There is an Exhibitor Lounge located in the both buildings.***

### **CARPET & BOOTH SET-UP INSTRUCTIONS**

- Carpet or floor covering is required in all exhibits.
- *Aisle carpet will be provided by Show Management and will run through main aisles* if you bring your own flooring make sure it is clean and very professional.
- If you bring your own flooring, make sure it is clean and professional.
- NO electrical tape, duct tape, or permanent adhesive tape allowed. Use temporary carpet tape under the carpet. YOU are responsible to leave your space without any residue from carpet tape. If left you will be charged for cleaning.
- Size the carpet accurately, not too big, not too small.

### **Table Skirts**

- All tables must be professionally skirted
- Skirting must be provided for all exposed areas of the table
- Skirting must go from the edge of the table to the floor.
- All skirting must be pressed and neat.
- No plastic, no tablecloths.

### **CLEANING**

Show management will arrange for sweeping and cleaning of the aisles, but exhibitors will be responsible for keeping their booth clean and vacuumed (see decorator information).

## CREDENTIALS

- **Please pick-up exhibitor wallet cards at the Show Office located in the lobby at the East end of the Cox Pavilion when you arrive to set-up. These are valid the entire length of the show.**
- 6 wallet cards will be issued for up to 599 sq ft. booths. 10 wallet cards for booths 600 sq ft and over
- Will-Call for wallet card pick-up/drop-off is located in the Show Office and HIGHLY recommended.
- Exhibitor Wallet cards are to be used/worn ONLY by exhibitors working in booth, **not family or friends.**
- Wallet Cards are punched once per day as the exhibitor enters the Show and should be kept in wallets for that purpose. If an exhibitor plans to leave the building and return, he should have his hand stamped before leaving. The hand-stamp will get him back into the Show (since his card has already been punched for that particular day).  
Should a booth worker not have or lose his Wallet Card or a one-time Guest Pass (which you can purchase ahead of time), he will have to purchase a one-time Guest Pass for \$6.00 in the Show Office.
- If an exhibitor anticipates more booth workers than his allotted number of Wallet Cards, order one-time Guest Passes in advance of the Show for \$6.00 each. (See Exhibitor Discount Ticket Order Form).
- You will receive **6 FREE VIP ADMISSION PASSES** up to 599 sq. ft and 10 FREE VIP PASSES to 600 sq ft and over to give to family/friends/customers for admission.
- Additional wallet cards are available for \$18.00 each.
- Additional VIP Admission Passes for your customers may be purchased for \$6.00 each at the **Show Office in the lobby at the East end of the Cox Pavilion** or in advance by calling (800) 395-1350 x 21.

## DECORATION

Included with your booth space, is an ID marker with your company name, an 8' back drape, and a 3' side drape. All materials used for decoration of displays must be flame proof. Please note: floor covering is required in all display areas and unfinished tables must be draped to the floor.

***(Do not use Duct Tape)***

## ELECTRICITY

- 500 Watts/110 Volt electricity is provided every 30 feet for linear exhibit spaces. **Exhibitors must provide a 16-gauge or larger extension cord (this is NOT a standard extension cord).**
- In the Bennett Event Center building electric outlets are provided in the floor and on posts. You will need an extension cord to run from the nearest source to your booth space.
- Exhibitors in 20 x 20 or larger bulk spaces may plug in to a nearby outlet if one is available. If requesting an electrical box for your space, the electrician will set it up at a charge on an hourly labor rate.
- **If you need to something other than 110 volts you will need to purchase electrical, please fill out the electrical form with payment at the Show Registration desk upon check-in, located in the lobby at the East end of the Cox Pavilion.**

## FIRE AND BUILDING REGULATIONS

Please observe the following safety rules:

- Parking on show floor is permitted only for loading and unloading. After unloading, remove your vehicle from the building and return to set up display.
- All draping materials, etc. **must be flame retardant.**
- All plantings, foundations, etc. should have waterproof plastic materials underneath.
- All sales of food items and novelties must be arranged through the facility's exclusive concessionaire.
- Exhibits are not allowed to block or obstruct any fire fighting equipment or emergency exits.
- Please refer to enclosed Fire Marshal Regulations for detailed information starting on page 20.

### **FOOD SERVICE/HEALTH PERMITS**

Please call James Johnson at State Fair Park Food Service for information regarding rules and regulations for selling and sampling of food at the show. His number is: (405) 948-6795. *Fire Regulation Policy for cooking demo's – see page 4. **If cooking any type of food, butter or oils this will classify you as producing grease laden-vapors. This will require you to have a fire suppression system (hood or fire watch)***

- State Fair Park Food & Beverage has exclusivity with Oklahoma State Fair Park. All donated or sold food or beverage brought onto the property must receive prior written approval from State Fair Park Food & Beverage. To request approval, please contact James Johnson at (405) 948-6795.

### **FORKLIFT SERVICES**

Forklifts can be rented from Hubbell Tyner, the decorator. The Home and Garden Show does not have a forklift.

### **INSURANCE**

In addition to policy requirements set forth in the Exhibit Space Contract, exhibitors should have a rider on their insurance policies covering the travel to and from the Show. Exhibitors should be aware that none of the following: the Show Management, the Security Contractor, nor the State Fair Park are responsible for any losses incurred as a result of exhibiting at the Show.

### **LOCATION**

State Fair Park of Oklahoma City is located at 333 Gordon Cooper, Oklahoma City, OK 73107.

- From I-44 west, take N.W. 10<sup>th</sup> Street eastbound exit. Follow the eastbound exit to the first stoplight. Then turn right. Turn left at the first sign and you will enter the state fair park at Gate 22.
- Take I-35 North into south Oklahoma City to the I-240 westbound exit. Follow I-240 westbound and it will curve to the right and change into I-44 westbound. Proceed on I-44 westbound until you reach the N.W. 10<sup>th</sup> Street eastbound exit. Follow the eastbound exit to the first stoplight and turn right. Turn left at the first sign and you will enter the state fair park at Gate 22.

### **MANNING OF EXHIBIT**

Every exhibitor is responsible for having his/her display staffed at all times. We suggest a member of your staff be present at your display area during move-out.

### **MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL**

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in their booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Marketplace Events, LLC, proof satisfactory that the exhibitor has, or does not need, a license to use such music or copyrighted material. Marketplace Events, LLC, holds the right to remove from the exhibit hall all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses.

### **PAGING POLICY**

There will be **no paging** during Show hours. (We only page for emergencies and lost, small children.)

**PARKING**

Parking at State Fair Park is on a first come first serve basis. There is no area designated for exhibitor parking.

**PRODUCT SELLING & SALES RECEIPTS**

Receipts should be given to customers purchasing items during the show. This is an additional security measure and will eliminate embarrassment to the customer who may be asked to present proof of purchase when leaving the Show.

**SECURITY**

While Show Management will exercise reasonable care in safeguarding your property, none of the Show Management, the Facility, or the Security Contractor assumes any responsibility for such property. Exhibitors are required to have insurance for any loss that may occur before, during or after the Show.

**SERVICE CONTRACTOR/DECORATOR LOCATION**

The exhibitor service contractor, Hubbell Tyner, will be located **in the lobby at the East end of the Cox Pavilion next to the Show Office.**

**Advance shipments should be sent to the Show contractor, Hubbell Tyner at:**

Oklahoma City Home & Garden Show  
Exhibiting Company Name/Booth# \_\_\_\_\_  
Hubbell Tyner  
8000 SW 15<sup>th</sup> St  
Oklahoma City, OK 73128

**Advance Freight Cut-off date: January 8, 2017**

Shipments made directly to the State Fair Park must arrive no earlier than the first day of the move-in (January 17, 2017) and the exhibitor must be present to accept delivery. All shipments must have the show name (Oklahoma City Home & Garden Show), company name and booth number; the Stat Fair Park is not responsible for accepting shipments for exhibitors. Exhibitors are responsible for providing a forklift when necessary to unload shipments. A forklift can be rented from Hubbell Tyner – contact them for availability and rates.

**DECORATOR:** Hubbell/Tyner, 2110 Old Highway 8, New Brighton, MN 55112, (651) 917-2632. Carpet, tables, chairs as well as carpentry work and labor for unpacking may be obtained from Hubbell/Tyner. Their exhibitor kit is available online on our website [www.oklahomacityhomeshow.com](http://www.oklahomacityhomeshow.com).

Hubbell/Tyner will make a separate mailing to all exhibitors listing their services and prices. To avoid delay (and save money), call or write your orders before you move in. All orders with full payment (including tax) must be received by **Tuesday, January 5, 2017** to receive discount price.

**SHOW OFFICE**

Our experienced Show staff is available to assist you. If you need help during the Show, please visit the **Show office located in the lobby at the East end of the Cox Pavilion.**



### **SIGNS**

Signs in linear (Pipe & Drape) booths must not exceed the 8 ft. height of the Pipe & Drape. Exhibitors may not affix signs to drapery or any walls.

**No handwritten signs are allowed – use professional signs only.**

### **TAX RATE**

Tax rate on Fairground property is **8.375% (Subject to change)**. **Every company is responsible for reporting your sales tax for both the state and city.**

### **TELEPHONE SERVICE**

Telephone service and HARD Wired Internet service for your booth can be ordered on Show site or in advance by calling (405) 948-6700 and/or using form on page 11.

### **GUEST PASSES**

You are entitled to 6 FREE VIP ADMISSION PASSES for 100-599 square feet and 10 free VIP admissions passes 600+ square feet. These VIP Guest Passes are for you to give to your special customers, family and friends.

You will receive your VIP Guest Passes when your company booth is **PAID IN FULL**.

Additional VIP Guest Passes for your clients may be purchased for \$6.00 each at the show office or in advance by call (800) 395-1350 x 11.

### **WIRELESS INTERNET**

Wireless internet can be ordered from the State Fair Park and is available in the RV Park. It's very easy to access. On your device click the internet and it will bring you to the splash page, there you will add your order and credit card information. Please refer to order form on page 10.

### **CRATES/CARTONS**

No empty crates or cartons should be stored in your exhibit area. Remove these from the building prior to show opening.

### **FINISHING TOUCHES**

All exhibit booth walls are to be completely finished. No exposed wires, frames, wood etc. You will be expected to drape or cover areas in some way. Be prepared ahead of time.

## WHO DO I CONTACT TO ORDER?

<u>Service/Item</u>	<u>Supplier</u>
Booth Furnishings (Carpet, Tables, Pipe & Drape, etc.)	<b>Hubbell Tyner</b> (651) 917-2632
Electric	Order on-site at Show Office
General State Fair Park Information	<b>OKC State Fair Park</b> (405) 948-6704
Food/Beverage Approval	<b>James Johnson</b> (405) 948-6795
Fire Code Regulations	<b>Fire Marshall Office</b> Captain Rodney Huston (405) 297-3584
Forklift Service	<b>Hubbell Tyner</b> (651) 917-2632
Telephone	<b>OKC State Fair Park</b> (405) 948-6700
Wireless Internet	<b>OKC State Fair Park</b> (405) 948-6700



3001 General Pershing Blvd  
 Oklahoma City, OK 73107  
 Main Line: 405.948.6700  
 Fax: 405.948.6826  
[wireless@okstatefair.com](mailto:wireless@okstatefair.com)

**STATE FAIR HOT SPOT WIRELESS INTERNET ACCESS ORDER FORM**

**Note: Only use this form if you wish to pay by check or order codes for multiple devices.**

Otherwise, simply connect to the "State Fair" hotspot while onsite and purchase access directly online.

Business Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email (required): \_\_\_\_\_  
 Wifi Account Start Date: \_\_\_\_\_ Wifi Account End Date: \_\_\_\_\_

**WIRELESS INTERNET**

*Good for One Computer OR Wireless Device*

**Premium WiFi Descriptions**

	<b>Quantity</b>		<b>Unit Cost</b>		
One (1) Day Pass @ \$15.00	_____	x	\$ 15.00	=	\$ _____
Four (4) Day Pass @ \$50.00	_____	x	\$ 50.00	=	\$ _____
One (1) Week Pass @ \$70.00	_____	x	\$ 70.00	=	\$ _____
Two (2) Week Pass @ \$135.00	_____	x	\$135.00	=	\$ _____
Three (3) Week Pass @ \$199.00	_____	x	\$199.00	=	\$ _____
<b>TOTAL SERVICES</b>					\$ _____

- To pay by check, mail payment with this form to the above address.
  - To pay by credit card
    - Single Device: Do not use this form if paying with a credit card. Purchase directly online, while onsite. Using the Wi-Fi feature on a mobile device, select "State Fair" from the available wireless networks.
    - Multiple Devices: fax (405.948.6826) or email ([wireless@okstatefair.com](mailto:wireless@okstatefair.com)) this form. Do not put any credit card information on this form. We will call you to process the payment.
  - Your account credentials will be emailed to you.
  - **To connect to the network, follow these steps:**
    - While onsite, in your list of available wireless networks, select 'State Fair'.
    - Wait 60-90 seconds for the network connection to complete.
    - Depending on your device, the hotspot sign-up page may appear automatically. If it does not, launch a web browser and attempt to navigate to your destination of choice.
    - Click 'Sign In' next to 'Already have an account?'.
    - Enter your account username and password and accept the terms of use.
    - Click 'Log In'.
  - **The time starts running after you successfully log in.**
- For questions or problems, please email '[wireless@okstatefair.com](mailto:wireless@okstatefair.com)' or call 405.948.6817.



3001 General Pershing Blvd  
 Oklahoma City, OK 73107  
 Main Line: 405.948.6700  
 Fax: 405.948.6826  
[phones@okstatefair.com](mailto:phones@okstatefair.com)

## STATE FAIR PARK PHONE/WIRED INTERNET ACCESS SERVICE ORDER FORM

Contracted Client Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Show: \_\_\_\_\_

Building: \_\_\_\_\_ Date (Required): \_\_\_\_\_

### TELEPHONE

You **must** pay the **LATE** rate if submitting request less than 10 working days before the event.  
 (Using telephone lines for Internet access is **NOT** permitted.)

Telephone Service:            No. of lines: \_\_\_\_\_ x \$125.00 (x \$150.00 LATE) = \$

### INTERNET

You **must** pay the **LATE** rate if submitting request less than 10 working days before the event.

Wired Access:                No. of lines: \_\_\_\_\_ x \$350.00 (x \$400.00 LATE) = \$

### TOTAL SERVICES

\$

- To pay by check, mail payment with this form to the above address.
- To pay by credit card, fax (405.948.6826) or email ([phones@okstatefair.com](mailto:phones@okstatefair.com)) this form.
  - We will call you to process the credit card information.
  - Do not put any credit card information on this form.

Note: Phone lines are touch tone lines, set up for local and toll free numbers only.  
 Credit card machines should be programmed to dial a "9" for an outside line.  
 Long distance calls can be placed if you use a calling card that has a toll free access number.



**EMBASSY SUITES  
HOTEL®**

**Oklahoma City–Will Rogers World Airport**

Embassy Suites – Preferred Hotel of the 2017 Home & Garden show \$116/night

- The convenience of only being 4 miles from Will Rogers World Airport. We provide courtesy transportation to/from the hotel.
- 5 minute drive to the State Fair Park
- Choice of one king bed or two double beds with new Embassy bedding
- Microwave, refrigerator, coffee maker, iron/board in every suite
- Complimentary breakfast buffet and/or omelets cooked to order
- Complimentary nightly two hour manager's reception
- Complimentary parking
- Complimentary local phone calls
- Complimentary Wireless HSIA throughout the hotel
- Complimentary USA Today Monday through Friday
- 24 hour Business Center
- 5.5 million dollar renovation completed in 2012
- Hilton HHonors Points and Miles Reward Program
- Over 40 restaurants within a two mile radius of the hotel. Many within easy walking distance.

Our tropical Atrium Café is open for both breakfast and lunch. Our Landing Bar and Grill is the perfect place to unwind for dinner in the evening or room service is also available. Our guests can relax in our indoor heated swimming pool or work out in our fitness room with PreCor Equipment (elliptical machines, treadmills and free weights). Valet laundry is available Monday through Friday and on-site laundry facilities are located on the 2<sup>nd</sup> and 4<sup>th</sup> floor. We are happy to extend the preferred rate of \$116.00 NLRA. NLRA simply means we can't guarantee the rate if we are close to selling out. You can call the hotel directly to make reservations tell them you are with the Home & Garden show.

**LOCAL HOTEL INFORMATION**

To assist you in planning your accommodations for the Show, we're including a list of hotels in the area. The hotels listed below are within easy access of the Oklahoma City State Fair Park.

Please make your reservations directly with the hotel.

A room block has not been secured with any hotels listed below.

**Clarion Hotel**

737 South Meridian Ave  
Oklahoma City, OK  
(405) 942-8511

**AmeriSuites**

1818 S Meridian  
Oklahoma City, OK 73108  
(405) 682-3900

**Embassy Suites**

1815 South Meridian  
Oklahoma City, OK 73108  
(405) 682-6000

**Hampton Inn**

1905 S Meridian  
Oklahoma City, OK 73108  
(405) 682-2080

**Motel 6**

820 S Meridian  
Oklahoma City, OK 73108  
(405) 946-6662

**Residence Inn by Marriott**

Crossroads Mall  
1111 East I-240 Service Rd.  
Oklahoma City, OK 73139  
(405) 634-9696

## **Signs, *Signs*...**

- Signs in linear (Pipe & Drape) booths must not exceed the 8 ft. height of the Pipe and Drape.
- Exhibitors may not affix signs to drapery or any facility walls
- HELPFUL HINT: Bring S-hooks
- No handwritten signs are allowed
- Use professional signs only.

### **No Exceptions, Thank You!**

Sidewalls may be 8 feet high, 5 feet from the back wall. The next 5 feet, may not exceed 3 feet high.

**NO INFLATABLE SIGNS MAY BE USED ABOVE EXHIBIT SPACE**

This includes ALL island and peninsula exhibits.

**Your company sign is allowed to hang from ceiling above your booth for a sponsorship fee of \$500 and you must be in a space over 400 sq feet.**

**Please call RaeAnn Saunders at 405-301-5525**

OKLAHOMA CITY  
**HOME  
+ GARDEN  
SHOW**

**Exhibitor Credentials Order Form**

**WALLET CARDS \$18.00 each (TO BE PICKED UP IN SHOW OFFICE)**

10       20       40       Other \_\_\_\_\_

**GUEST PASSES \$6.00 each**

10       20       40       Other \_\_\_\_\_

**PLEASE SEND MY GUEST PASSES TO:**

**Company:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I prefer to pay for the additional Badges/Guest Passes by:

Check # \_\_\_\_\_ /  VISA /  MASTERCARD /  AMEX  
(Checks payable to Marketplace Events)

\_\_\_\_\_ Guest Passes @ \$6.00 each = \$ \_\_\_\_\_

\_\_\_\_\_ Wallet Cards @ \$18.00 each = \$ \_\_\_\_\_

**Circle an option:**

**Please Hold at Will Call**

**Please Mail**

Credit Card Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

2016 Oklahoma City Home & Garden Show  
Fax 317-705-8720 or Mail to: 12900 N. Meridian Street, Suite 135 Carmel, IN 46032

# **\*\*URGENT!\*\***

- Please carefully read the attached notice from the OKC Fire Marshal to ensure that your exhibit meets all fire codes.
- The Fire Marshal inspects exhibits during set-up and throughout the Show weekend. He will immediately dismantle any exhibit that does not meet code, so please prepare properly to avoid lost time and revenue.

\*\*\*\*\*

## **\*PLEASE NOTE THE ADDITIONAL NEW REGULATIONS\***

\*\*\*\*\*

### **LANDSCAPERS/GARDENS, etc.:**

- No Cut Trees will be allowed
- All trees/plants must pass a “dry test” or they will be removed immediately.
- Trees must be spaced a minimum of 3 ft. apart.
- Container must be large enough to safely support the size and height of the tree.

### **PORTABLE BUILDINGS, ENCLOSED STRUCTURES:**

- Any Building, Vehicle, Structure, etc having over 100 square ft. of roofed area shall be provided with smoke detectors and fire extinguisher.

### **QUESTIONS?**

**Call 405.297.3584**

**Capt. Rodney Houston**

**Capt. Terry Winston**





**The City of  
OKLAHOMA CITY**

**FIRE DEPARTMENT  
G. KEITH BRYANT  
FIRE CHIEF**

**By Order of the Fire Marshal:**

Date: May 26, 2009

Subject: Equivalency approved for demonstration cooking at Oklahoma State Fairgrounds for time period of the Oklahoma State Fair only each year:

The Oklahoma City Fire Marshal's Office has determined that an equivalency to provide for comparable fire and life safety while allowing cooking inside of buildings for demonstration purposes only during specified time periods at State Fair Park can be achieved when certain conditions are met. This equivalency applies only to vendors during the annual State Fair of Oklahoma and only for the duration of the State Fair during normal operating hours for buildings. This equivalency shall not apply to any other event at State Fair Park.

The following criteria shall be met to ensure the fire and life safety equivalency can be achieved:

1. On-site fire apparatus, and fire personnel while demonstration buildings are open to the public and cooking demonstrations are scheduled to occur.
2. Vendors performing any cooking for demonstration purposes shall provide a Class K fire extinguisher with current green inspection tags at each demonstration area.
3. All fire protection systems installed within any building where cooking demonstrations will occur must be operable and have current green inspection tags on the systems as verified by the Fire Marshal's Office.
4. Food prepared and cooked for demonstration purposes shall be limited to the minimum amount necessary for the demonstration and not be provided to the general public.
5. Under no circumstances will the use of devices producing grease laden vapors (i.e.; deep fat fryers, etc.) be allowed in any building for any purpose without being properly vented and protected by an automatic fire suppression system with current green inspection tags.

For additional information, please contact the Oklahoma City Fire Marshal's Office at 405.297.3584.

A handwritten signature in black ink, appearing to read "Bryan Heirston".

Bryan Heirston  
Deputy Chief/Fire Marshal

# CITY OF OKLAHOMA CITY SPECIAL EVENT REQUIREMENTS

Revised March, 2009

## Exhibits, Trade Shows,

**Per International Fire Code 2003. 903.3.3 Obstructed locations. “Automatic sprinklers shall be installed with due regard to obstructions that will delay activation or obstruct the water distribution patterns. Automatic sprinklers shall be installed in or under covered kiosks, displays, booths, concession stands, or equipment that exceeds 4 feet (1219mm) in width. Not less than a 3-foot (914mm) clearance shall be maintained between automatic sprinklers and the top of piles of combustible fibers”.**

- Effective March 1, 2009, a variance may be allowed to requirements of the code specified above in places of public assembly where no other hazards exist AND all of the following requirements are met:
  - 1. When the structure has a fully operational sprinkler system **AND** the system has a current green tag issued by a licensed sprinkler contractor.
  - 2. When the obstruction is temporary in nature and the area of obstruction is equal to 1,000 square feet or less. For this application, temporary will be defined as any obstruction in a sprinkled building for 30 days or less.

This variance when allowed shall apply to this referenced code section only. All other provisions of the fire code, city ordinances and rulings of the Fire Marshals Office remain applicable. Current requirements for arena and barn areas of the State Fair Park shall remain in effect.

Non-Fixed components in assembly venues will meet these requirements as a minimum.

Aisle width shall be 10ft., exit access aisles 15ft., **exit access area, minimum 25ft.** (see example 1)

No display or exhibit shall obstruct the view of any exit light, exit, or exit access including pipe and drape. All exits shall be unlocked to permit egress at all times. The travel distance to an exit access aisle shall not be greater than 50ft.

**Natural cut trees shall be prohibited inside any building where the public is admitted or invited without prior approval from Fire Marshal’s Office. Live trees with root system, i.e. balled, planted or potted are permitted, provided they are spaced no closer than 3ft from limb to limb and do not interfere with the means of egress or fire protection systems. Due to various tree types and sizes, all live tree set-ups shall have prior approval from The Oklahoma City Fire Marshal’s Office.**

Vehicles, boats, trailers and similar exhibited products having over 100 sq. ft. of roofed area shall be provided with **operational smoke detectors** and **properly tagged fire extinguishers**. (See fire extinguishers)

**Exhibit Booths**, curtains, drapes, or **Decorative Materials** shall be constructed of limited combustible material, or treated with a flame retardant. Flame retardant treated materials shall be documented and will be verified by the Fire Marshal’s Office. No hay, straw, shavings, or similar combustible materials are permitted within any facility unless they have been treated in **ACCORDANCE WITH NFPA 701** to make them flame retardant and a certificate or similar proof is supplied to the Oklahoma City Fire Marshal’s Office prior to its placing. Certificates may be obtained from the manufacturer or supplier. **Material that is being treated by user must be done in the presence of an Inspector from the City of Oklahoma City’s Fire Marshal’s Office.** Combustible trash shall be removed at least once a day during the period the exhibit is occupied.

## **Cooking**

Separate **permits are required for LPG (propane)** cooking activities.

Permits *are not required* for electric cooking operations or for operations using an open flame (charcoal, wood, etc.), "Sterno" canisters to heat pre-cooked food or butane canisters less than 8 ounces in size.

**Permits may be obtained for a single event (25.00) or for 12 months (100.00)**

**The Following International Fire Code 2003 Edition Amendments will also be strictly enforced beginning September 1, 2006**

**601.1 Scope.** *The provisions of this chapter shall apply to the installation, operation and maintenance of fuel-fired appliances and heating systems, emergency and standby power systems, electrical systems, elevator recall, stationary lead-acid battery systems and commercial kitchen hoods.*

**602.1 Commercial Cooking Appliances.** *Appliances used in commercial food service establishment for steam, fumes, smoke, or odors that are required to be removed through a local exhaust ventilation system. Such appliances include deep fat fryers; upright broilers; (char broilers); ovens; barbeques; rotisseries; and similar appliances. For the purpose of this definition, a food service establishment shall include any building or a portion thereof used for the preparation and serving of food.*

- Cooking trailers used inside any structure shall be required to be in full compliance with International Fire Code 2003 requirements for fire protection for commercial cooking equipment.
- Commercial cooking equipment. Portable fire extinguishers shall be provided within a 30-foot travel distance of commercial-type cooking equipment.
- Cooking trailers not operated inside a structure shall have a smoke detector and a properly charged and inspected 20BC fire extinguisher present and available at all times. **Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.**
- Cooking units not in trailers, utilizing open deep fat fryers in assembly occupancies (to include trade show performance or display) shall be required to have the required hood and suppression system in accordance with the International Fire Code 2003. **To include a "K" class fire extinguisher.**
- Cooking units not in trailers, not utilizing open deep fat fryers shall have a properly charged and inspected 20BC fire extinguisher present and available at all times.
- **Any additional requirements for cooking units not otherwise mentioned will be determined by the Oklahoma City Fire Marshal's Office.**

**Hood** *An air-intake device used to capture by entrapment, impingement, adhesion or similar means, grease and similar contaminants before they enter a duct system.*

**Type I.** *A kitchen hood for collecting and removing grease vapors and smoke.*

**610.1 General.** *Commercial kitchen exhaust hoods shall comply with the requirements of the International Mechanical Code.*

**610.2 Where required.** *A Type 1 hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors.*

**904.1 General.** Automatic fire-extinguishing systems, other than automatic sprinkler systems, shall be designed, installed, inspected, tested and maintained in accordance with the provisions of this section and the applicable referenced standards.

**904.2. Hood system suppression.** Each commercial kitchen exhaust hood and duct system required by section 610 to have a type 1 hood shall be protected with an approved automatic fire-extinguishing system installed in accordance with this code.

**Fire Extinguishers:** *Fire extinguishers are required for all cooking operations regardless of whether or not a permit is required.*

The type of fire extinguisher(s) required varies with the type of fuel used. The following types of fuel or operations require specific fire extinguishers as noted:

Type of Fuel or Cooking Operation	Type of Fire Extinguisher Required
Charcoal or Wood BBQ Propane, Butane or Natural Gas, Electric	Minimum U.L. Rating of 20BC
Deep Fat Frying (Heated Using Electric, Propane or Other Means)	U.L. Rated For Class "K" ( <b>in Addition</b> to the Fire Extinguisher Required for the Source of Heat Being Used.)

**Cooking operations taking place that lack the appropriate fire extinguisher will be ordered to cease operation immediately until the required fire extinguisher can be obtained.**

**Fire extinguishers shall be affixed with a tag that indicates they have been serviced (inspected) within the past 12 months. Exception: New fire extinguishers (those purchased within the past 12 months) may pass inspection by having the receipt showing the date of purchase taped or otherwise attached to the fire extinguisher.**

#### **Fuel**

Quantities of fuel that may be stored on site vary on a case-by-case basis depending upon several factors. Contact the Fire Marshal's Office at (405) 297-3584 and request to speak to a representative of the Special Event Section to determine the specific amount applicable for your activity.

#### **Open Flame & Candles**

The use of any open flame or candle is not permitted in assembly use buildings without prior approval from the fire marshal's office. Any open flame device other than a candle is subject to review and a permit may be required

**Pyrotechnics (fireworks)** not permitted in the building

#### **Portable Heaters**

Electric heaters may be operated in a Place of Assembly (this includes outdoor service/seating areas) and do not require a Fire Department permit. Heaters using flammable/combustible liquids (e.g. diesel) as a fuel source are allowed with restrictions and will require prior Fire Department approval.

**"Mushroom type" propane heaters (e.g. upright heaters with self-contained propane fuel source) and any other heaters designed so that the propane source is located inside the Place of Assembly are prohibited.**

Heaters that operate with a flammable gas fuel source located outside the Place of Assembly (or where patrons/public might gather) and the heated air is pumped into the assembly area are allowed but require prior approval and possibly a Fire Department permit. The fuel source tank generally must be located a minimum of 10 feet from the Place of Assembly and properly secured.

#### **Displaying Gas-Powered Vehicles**

Using a liquid or gas-fueled vehicle or equipment in a Place of Assembly for display is allowed under the following conditions:

- **A permit must be obtained for any displayed fueled vehicle inside a public assembly area (\$85.00), Updated December 2007 (talk to show manager before requesting permit)**
- Maximum fuel allowed 1/4 of a tank or 5 gallons whichever is less.
- All gas covers shall be taped or have a locking type gas cap.
- Battery cables shall be disconnected and taped.
- Vehicles with no fuel gauge or with broken fuel gauge shall not be allowed on the event floor and shall not be displayed, unless the Fire Marshal's Office gives prior approval.

**Use of liquid or gas-fueled vehicles or equipment for working demonstrations or competition in an assembly must be reviewed and approved by the Fire Marshal's Office.** Requirements can vary based on the nature of the competition/demonstration, number of spectators, etc. Because of the varying requirements, contact the Fire Marshal's Office at (405) 297-3584 and request to speak to a representative of the Special Events Section.

#### **Tents**

**NO Tents allowed as exhibits or in exhibits in the Home & Garden Show**

#### **Combustible Material**

NOT permitted in the show.

#### **Smoking**

Smoking shall not be permitted in building. **"No Smoking"** signs shall be conspicuously posted.

#### **Open or Exposed Flame**

Open flame or other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside; **without prior approval of the Fire Marshal's Office.**

#### **Lighting**

Spot or effect lighting shall only be by electricity and all combustible construction located within 6 feet of such equipment shall be protected by non-combustible insulation.

#### **Fire Protection**

- One portable fire extinguisher (dry chemical, ABC type) 2A10BC must be furnished at each exit (or where designated by Fire Marshal's Office). Operations such as warming foods or cooking demonstrations (including use of sterno and other food warming devices) **shall be approved in advance by the Fire Marshal's Office.**
- Commercial cooking equipment such as grills and broilers, when used within the building, **must meet the same requirements for indoor commercial kitchens (i.e. proper ventilation, fire suppression systems).**
- LP gas containers are forbidden within the building.
- Flammable liquids shall not be used in the building.

- Cooking: Prior approval must be obtained by the Fire Marshal's Office (405) 297-3584. The area must have a minimum 20 BC rated fire extinguisher and if deep Fat frying, a **"K" rated extinguisher**. Fire extinguishers shall show proof of inspection within the last twelve months
- Appliances: Must be isolated from the public by at least four feet or a suitable barrier placed between the cooking device and the public.
- Cooking appliances shall be installed per the manufacturer's instructions. U.L listed cooking appliances shall be placed a minimum of three (3) feet from any portion of the structure OR a fire resistant barrier approved by the Oklahoma City Fire Marshal shall be installed between cooking appliance and structure.
- **Per International Fire Code 2003. 903.3.3 Obstructed locations. "Automatic sprinklers shall be installed with due regard to obstructions that will delay activation or obstruct the water distribution patterns. Automatic sprinklers shall be installed in or under covered kiosks, displays, booths, concession stands, or equipment that exceeds 4 feet (1219mm) in width. Not less than a 3-foot (914mm) clearance shall be maintained between automatic sprinklers and the top of piles of combustible fibers".**
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## Electrical

- The electrical system and equipment must be isolated from the public by proper elevation or guarding. All electrical fuses and switches must be enclosed in approved enclosures. Cables on the ground, in areas traveled by the public must be placed in trenches or protected by approved covers (yellow jackets etc.).
- All electrical systems must be properly grounded.
- *Generators* must be placed so that exhaust fumes do not enter the building.
  - Generators must be a minimum of 20 feet from the drape and shall be fenced in.
  - Portable generators shall be U.L. listed or equivalent. Vendors should have the manufacture's written specification for each portable generator and made available to the Fire Marshal.
  - Such generators shall be capable of running continuously, without refueling for the entire length of the event. Refueling a hot portable generator or the storage of fuel on site is not permitted.

OKLAHOMA CITY  
**HOME**  
**+ GARDEN**  
**SHOW**  
**EXHIBITOR CHECK LIST**

- ALL BOOTHS MUST HAVE FLOOR COVERING
- TABLES ARE TO BE PROFESSIONALLY SKIRTED WITH FLOOR-LENGTH SKIRTING — Good-looking furniture okay; otherwise, order skirted tables from the Show Decorator
- NO SIGNS ABOVE 8'
- MAINTAIN A SIGHTLINE WITH YOUR NEIGHBOR
- EXTERIOR OF DISPLAY OR STRUCTURE FACING ADJACENT EXHIBITOR OR AISLE MUST BE FINISHED OR SUITABLY DECORATED — you can order masking drape from the Show Decorator
- IMPROVE EXHIBITS WITH FLOWERS & PLANTS
- BRING YOUR OWN MOVE-IN & MOVE-OUT EQUIPMENT
- ADMISSION IS WITH A BADGE OR ONE-DAY TICKET*
- EXHIBITORS ARE ALLOWED ON THE SHOW FLOOR ONE HOUR BEFORE THE SHOW OPENS TO THE PUBLIC*
- WHAT YOU BRING IN, TAKE OUT — Leave the floor in broom-clean condition
- MOVE-OUT — NO EXHIBITS MAY BE TAKEN DOWN OR REMOVED, EVEN IN PART, UNTIL SHOW CLOSING IS ANNOUNCED SUNDAY, JANUARY 22, AT 6:01 P.M. *If you move-out earlier than 6:01pm this could jeopardize your participation in the next year's show.***

**Everyone must be completely off the Show floor by NOON, Monday, January 23.**